

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 31
AIRPORTS

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

APPROVED Robert Nawrocki, CRM, STATE RECORDS ADMINISTRATOR

EFFECTIVE SCHEDULE DATE September 2, 2003

PAGE 1 OF 7 PAGES

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention."
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the Virginia Public Records Act (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access..

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 31
AIRPORTS

EFFECTIVE SCHEDULE DATE September 2, 2003

PAGE 2 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Activity Reports-Annual Reports</u> Documents various indicators of activity associated with the airport. Subjects may include arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel use, activities of related operations such as restaurants, gift shops, and car rental outlets, as well as others.	006166	Retain annual reports 2 years, then transfer records to the Archives, Library of Virginia for permanent retention.
<u>Activity Reports-Other Reports</u> Documents various indicators of activity associated with the airport. Includes separate reports of airport divisions maintained by the division. Used to provide data for annual report.	006167	Retain other reports 2 years, then destroy.
<u>Airport Certification Records-Certification Manuals</u> Documents certifications, licenses, or permits from the Federal Aviation Administration (FAA) or other federal or state agencies. Includes agency prepared airport certification manuals for airports servicing aircraft with seating capacities of more than 30 passengers, as well as airport certification specifications for "limited" airports. Manuals include procedures for the maintenance of paved and unpaved areas, lighting systems, traffic and wind direction indicators, self-inspection, rescue and fire fighting. The control of hazardous substances and ground vehicles, as well as plans for snow and ice control, emergencies, and wildlife hazard management.	006168	Retain 2 years after superseded or rescinded, then transfer records to the Archives, Library of Virginia for permanent retention.

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 31
AIRPORTS

EFFECTIVE SCHEDULE DATE September 2, 2003

PAGE 3 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Airport Certification Records-Other Records</u> Documents certifications, licenses, or permits from the Federal Aviation Administration (FAA) or other federal or state agencies to airport divisions.	006169	Retain other records 2 years after expiration, then destroy.
<u>Airport Commission Meetings - Records</u> Documents official records of the commission, board, or advisory council that oversees or advises the agency airport. Includes minutes, agendas, exhibits, resolutions, staff reports, indexes, significant correspondence and memoranda. Subjects include zoning, easements, regulations, contracts, grants, security, construction, and others.	006170	Retain meeting records 5 years, then transfer records to the Archives, Library of Virginia for permanent retention.
<u>Airport Commission Meetings -Tape Recordings</u> Documents official records of the commission, board, or advisory council that oversees or advises the agency airport. Contains tape recordings; subjects include zoning, easements, regulations, contracts, grants, security, construction, and others.	006171	Retain tape recordings of meetings until minutes are transcribed and approved, then destroy.
<u>Airport Complaint Records</u> Documents complaints or requests related to noise or other aspects of airport operations. Information often includes name, phone number, and address of person making complaints, name of person receiving and/or responding to complaint, description of complaint, resolution, and other data.	006172	Retain 2 years after last action, then destroy in compliance with No. 8 on schedule cover page.

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 31
AIRPORTS

EFFECTIVE SCHEDULE DATE September 2, 2003

PAGE 4 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Airport Master Files</u> Documents basic information about airports and are updated as state officials inspect the airports. The records contain information on individual airports, including owner's name and address, manager's name and address, whether the airport is public or private, latitude and longitude, runway date lighting, landing length, services, facilities, based aircraft, and operations. Also included is an Airport Layout Plan (ALP) of the airport.	006173	Retain until superseded, obsolete or rescinded, then destroy.
<u>Airport Security Program</u> Documents the airport's objectives, methods, and procedures designed to prevent or reduce illegal activities or interference with civil aviation. Program contents include a description of the airport, master security plan, planned improvements, procedures in case of hijackings or bomb threats, security gate information, airport statistics, and related subjects.	006174	Retain program records in accordance with Transportation Security Administration directives and guidelines for 3 years, then transfer records to the Archives, Library of Virginia for permanent retention. A number of these documents may be classified and sealed.
<u>Airport Self-Inspection Reports</u> Documents reports and related records documenting Federal Aviation Administration (FAA) mandated inspections by airport staff to assure safe conditions. These generally are performed daily or more frequently if unusual conditions caused by construction, weather, or any accident or incident are present. Inspections include runway, ramp, and taxiway conditions, fire and reserve facilities, bird hazards, wind indicating devices, standby power system, and lighting.	006175	Retain reports documenting incidents 1 year after incident, then destroy.

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 31
AIRPORTS

EFFECTIVE SCHEDULE DATE September 2, 2003

PAGE 5 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Correspondence-Chief Administrative Officer</u> Documents incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	006176	Retain in airport 5 years, then transfer records to the Archives, Library of Virginia for permanent retention. .
<u>Daily Log Books</u> Documents records kept by inspectors and project engineers as required by the Federal Aviation Administration (FAA) on the progress of each airport construction. They are used for verification purposes of what happened that particular day.	006177	Retain 7 years after completion of a project, then destroy.
<u>Engineering Project Files</u> Documents all airport construction. They are used to monitor compliance with local, state and federal regulations. They include engineer's project notes, inspection reports, construction progress reports, a record of payment, drawings, project location numbers, details of project, cost of construction, requests for money to be spent, agreements, and related correspondence. Refer to 14CFR151.53, 14CFR151.55.	006178	Retain 3 years after completion of project. If airport closing, will offer records to the Archives, Library of Virginia for permanent retention.



RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 31

AIRPORTS

EFFECTIVE SCHEDULE DATE September 2, 2003

PAGE 6 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<p><u>Law Enforcement Activity</u></p> <p>Documents various types of security actions taken by the airport as described in 14 CFR 107.23(b). Examples include documents showing the number and type of firearms, explosives, and incendiaries discovered during any passenger screening process, and the method of detection for each. The number of acts and attempted acts of piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings on the airport. The number of detentions and arrests and the immediate disposition of each person detained or arrested.</p>	006179	Retain 2 years after last action, then destroy in compliance with No. 8 on schedule cover page.
<p><u>Navigational Facilities Maintenance and Operation Reports</u></p> <p>Documents the maintenance and operation of various types of airport navigational equipment. Examples include nondirectional radio beacon facilities, instrument landing facilities, simplified directional facility, distance measuring equipment, VHF marker beacons, interim standard microwave landing system, microwave landing system and others. Includes meter readings and adjustment records, and other documents.</p>	006180	Retain 2 years after equipment permanently removed from service, then destroy.
<p><u>Noise Compatibility Program Records-Primary Program</u></p> <p>Documents agency development of a noise compatibility program to moderate the impact of noise in areas surrounding the airport. Includes studies, reports, noise exposure and other maps, hearing records, public statements, and related documents. Program information includes a description and analysis of alternate measures, program measures to reduce or eliminate noncompatible land uses, a description of public participation, actual and anticipated effect of the program and other summaries and descriptions.</p>	006181	Retain records permanently in airport.

**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 31
AIRPORTS**

EFFECTIVE SCHEDULE DATE September 2, 2003

PAGE 7 OF 7 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Noise Compatibility Program Records-Secondary Program</u> Documents agency development of a noise compatibility program to moderate the impact of noise in areas surrounding the airport. Includes feeder documentation and source documents.	006182	Retain records 5 years, then destroy.
<u>Notice To Airmen/Airwomen (NOTAM) Reports</u> Documents the notification of air carriers as to changes in airport conditions. Subjects include construction maintenance, surface irregularities, snow, ice, water, light malfunctions, unresolved wildlife hazards and others. Includes Notice to Airmen (NOTAM) forms. Information includes date and time of issue, message from airport manager, and distribution data.	006183	Retain 2 years after elimination or resolution of condition, then destroy.